



Community Development Department

Guidelines for Planning Applications

CITY OF NEWPORT BEACH

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For the complete procedures and requirements for the preparation, filing, and processing of permit applications, please refer to [Chapter 20.50 \(Permit Application Filing and Processing\)](#) of the Zoning Code. The guidelines below are only a summary to assist you in the process.

1. Meet with a Planner. Applicants are strongly encouraged to request a pre-application meeting with a planner before completing and filing an application. The purpose of the pre-application meeting is to be informed of City requirements as they apply to the proposed project; review the City's review process and possible project alternatives or revisions; and identify information, materials, and any necessary technical studies and/or reviews, including Coastal Commission, Environmental, and/or Water Quality, the City will require with the application.

2. Prepare and Submit Application(s). Permit applications shall be filed with the Planning Division on the appropriate City application form, together with all required fees and/or deposits and all other information and materials required for the specific type of application(s). Please speak with a planner or refer to the application's respective information form for additional information as to said requirements.

3. Initial Application Review. Within 30 calendar days of filing an application, the applicant/authorized agent shall be informed in writing that the application is complete and has been accepted for processing or that the application is incomplete and additional specified information shall be provided before the application is deemed complete. Upon receipt of the additional information requested, a new 30 day review period shall begin. Please note, if an applicant fails to provide the additional information requested within 60 days following the date the application was deemed incomplete, the application shall be deemed withdrawn without any further action by the City.

4. Project Evaluation and Staff Reports. All applications shall be reviewed to determine whether they comply and are consistent with the provisions of the Zoning Code, General Plan, and any other applicable provisions identified in [Section 20.10.010 \(Applicability of the Zoning Code\)](#). Based on the facts and analysis of the case, staff will prepare and provide a staff report with a written recommendation to the applicable review authority recommending that the application be approved, conditional approved, or denied. Please note that the staff report will be furnished to the applicant at the same times as it is provided to the review authority. Please refer to [Chapter 20.50.020 \(Authority for Land Use and Zoning Decisions\)](#) for a table identifying the review authority responsible for reviewing and making decisions on each type of application required by the Zoning Code.

5. Public Hearing/Review Date. Applications heard at a [public hearing](#) require public notices to be mailed, posted, and published pursuant to the requirements of the Zoning Code and/or Subdivision Code at least 10 days prior to the public hearing. The applicant or an authorized agent must appear at the public hearing. If he/she/they fail to do so the application will be continued to a subsequent meeting. At the hearing the application will be approved, denied, removed from calendar, or continued to a future meeting date. Please note that not all permit applications require public hearing/noticing. In this case, the planner will advise you of any other steps necessary.

6. Appeal Period. After any decision for approval or denial has been made on an application, an [appeal period](#) begins. An appeal period is typically 14 days and it is during this time that any interested party, unless otherwise prescribed in the individual chapters of the code, can appeal decisions of the Planning Director and the Zoning Administrator to the Planning Commission and decisions of the Planning Commission to the City Council. The [Appeal Application](#) is available online and at the Planning Division. Upon conclusion of the appeal period, unless otherwise approved by the Planning Division, permits for any required building, plumbing, or electrical corrections and/or modifications as required by the Conditions of Approval can be permitted.